

## **PURPOSE OF STUDENT EMPLOYMENT**

Student employment is meant to give students an opportunity to earn some money for their college expenses, to give inexperienced students a chance to learn the basics of the workplace and to provide students work experience in a “field” that may be of interest to them.

Student workers are temporary employees and approved for employment each semester. Employment is contingent upon the student worker’s available hours meeting program needs, student maintaining eligibility and available funding.

## **GENERAL REQUIREMENTS FOR STUDENT WORKERS**

To be eligible to work as a student worker, students must maintain a minimum of half time enrollment. Half time enrollment for the Fall and Spring semesters is 6 units and for the Summer semester, 3 units. All student workers must maintain Satisfactory Academic Progress (SAP). The standard for maintaining SAP is:

- 1.) Maintaining a cumulative GPA of 2.0 or greater
- 2.) Achieving a cumulative completion rate of 67% of all units attempted which includes any class enrolled in on the first day of class
- 3.) Maximum of 90 units including units transferred in from another school used toward current program.

## **HOW DO I START?**

- 1.) Students interested in work opportunities may apply for student work on the Cerro Coso Community College web page under Career Center.

**NOTE: THIS IS THE FIRST STEP FOR ALL STUDENTS INTERESTED IN WORK STUDY.**

- 2.) The Job Development Specialist and/or financial aid office will work with the students to determine eligibility and discuss placement preferences.
- 3.) The Job Development Specialist and/or Financial aid office will set up interviews for potential work study placements.
- 4.) Departments will complete interviews with the students interested in the position.
- 5.) The Job Development Specialist and/or financial aid office will contact the selected student to offer student placement. Departments DO NOT contact students for placement. If you have questions about hiring, please contact the Job Development Specialist or Financial Aid office.
- 6.) Students are required to complete employment packets, fingerprinting and online “web time entry” training.
- 7.) The Financial Aid Office will notify the student when work is approved to begin.

## **CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALLY CONTRACT**

**All student workers are required to sign a Confidential Contract at the beginning of employment.**

## **STUDENT ORIENTATION**

Your supervisor will conduct an orientation at the beginning of your employment. This orientation will explain your position and give you an overview of the department.

You will receive safety training that will include safe use of equipment and emergency procedures.

If you are working and have not had an orientation or safety training, please bring this to your supervisor's attention.

## **APPROPRIATE DRESS**

The following are general guidelines for appropriate dress. Your department may have additional guidelines.

- Personal appearance must be clean and neat
- Strapless, halter, midriff, spaghetti straps and off the shoulder styles of shirts, blouses and dresses are not appropriate.
- Low cut, sheer, short or otherwise revealing styles of clothing are not appropriate
- Potentially offensive tattoos should be covered during work

NOTE: If you have questions on your dress, check with your supervisor.

## **APPROPRIATE USE OF WORK TIME**

- Student workers should not be completing course work or studying during work hours
- Student workers should not frequent the office/department when they are not scheduled to work or do not have an appointment to meet with a staff member.

- Socializing with friends in person or on the phone during work hours is not acceptable
- Student workers are not allowed to bring their children to work
- Use of computers is only for job related activities. Personal activities such as searching on the web, accessing Facebook and playing computer games is not permitted.

## **WORK HOURS**

The number of hours assigned to a student worker is typically 10 hours per week.

### ➤ **Calling In**

Student workers are responsible for notifying their department of absence or tardiness no less than one hour before commencement of the scheduled shift, if at all possible (a voice mail can be left). Leaving a message with other staff or extensions is not acceptable. This procedure must be repeated for each day of absence and each occasion of tardiness, unless you are hospitalized or have a doctor's note putting you out more than one day.

### ➤ **Excessive Absences**

Student workers who have an extended illness and are unable to report to work for some time he/she must notify the Supervisor/Director as much in advance as possible. A student worker must be asked to submit a doctor's note releasing her/him to return to work after an extended illness.

### ➤ **Excessive Tardiness**

Tardiness is defined as reporting to work past the commencement of the scheduled shift and/or returning to work from break at any time past the scheduled time of return.

The following are actions taken in cases of excessive tardiness or absences:

# of Occurrences	Time Period	Actions
2	Within 30 days of one another	Verbal warning
2 additional	Within any 30 days of one another	Written warning
1 Additional	At any time	2 <sup>nd</sup> Written warning
1 Additional	At any time	Dismissal

➤ **Outside Appointments**

If a student worker has an outside appointment scheduled during his/her work hours, they should inform their Supervisor in advance. Making up missed hours has to have Supervisor approval and is based on the Department’s need. If missed hours are approved, the hours have to be worked within the same week as the absence.

➤ **Breaks and Lunches**

Student workers must follow their assigned work schedule and must be given a 15 minute break if they are scheduled for four or more hours of work. The 15 minute break is paid time. In addition, student workers must be given a 30-minute lunch if they are scheduled for more than 5 hours of work. Time taken for lunch is NOT paid time.

## COMPLETING STUDENT TIMECARDS & TIMECARD DUE DATES

Students are responsible for entering their hours at the end of each day using web time entry with the last entry on the last day of the month. Supervisors will check and approve hours at the end of the month. The supervisor will make corrections as needed. The student’s paycheck may be delayed or not received until the following pay period if hours are not entered or entered late.

## HOURLY RATE AND PAYCHECK

All student workers earn the same hourly wage rate, which is currently \$9.00 per hour. Student workers are paid on the 15<sup>th</sup> of each month for the previous month. If this date should fall on a weekend, the paychecks will be mailed on the Friday before the 15<sup>th</sup>.

## EVALUATION

Student workers will receive an evaluation by their supervisor each semester. A supervisor may perform an evaluation at any time to address deficiencies and to monitor the student workers progress. Student worker evaluations are submitted to the Job Development Specialist.

## STUDENT WORKER TERMINATION

### REASONS A STUDENT MAY BE TERMINATED:

- 1.) Student Worker becomes ineligible for work study. This is the most common reason for student worker termination. The Job Development Specialist will notify the student regarding ineligibility and last work day. Student becomes ineligible to work if:
  - Student drops below ½ time enrollment
  - Student does not maintain a 2.0 GPA

- Student has attempted 90 units or more
- 2.) Student can be dismissed due to excessive absences and/or tardiness as previously described. Student with excessive absences or tardiness will not receive a new placement.
  - 3.) Student has unresolved job performance deficiencies.

## SUMMARY

This handbook is not all inclusive. If you have further questions regarding student employment, please contact the Job Development Specialist, Director of Financial Aid or Director of Counseling.